

**State of Rhode Island and Providence Plantations  
DEPARTMENT OF BUSINESS REGULATION (DBR)  
1511 Pontiac Avenue, Bldg. 68-2  
Cranston, Rhode Island 02920**

**Division of  
Design Professionals BOARD OF EXAMINERS OF  
LANDSCAPE ARCHITECTS  
MINUTES OF THE MEETING**

**DATE: 27 May 2015**

**PLACE: 1511 Pontiac Avenue, Building 68-1 Conference Room,  
Cranston, RI**

**MEMBERS PRESENT: Chair Michael Dowhan, Secretary Sara  
Bradford, Members John Carter and Margaret E. Ryan**

**MEMBER ABSENT: Vice-Chair Steven Pilz**

**OTHERS PRESENT: Mrs. Dawne Broadfield, Board Executive**

**(1) CALL TO ORDER – Chair Dowhan called the meeting to order at  
2:10 p.m.**

**(2) APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING(S)  
Secretary Bradford moved to accept the 25 March and 22 April 2015  
open meeting minutes as submitted. Member Carter seconded.  
Motion passed, four (4) in favor, one (1) absent. Voting in favor were**

**Chair Dowhan, Secretary Bradford, Members Carter and Ryan. Vice-Chair Pilz was absent from this vote.**

### **(3) APPLICATIONS**

**LA Registration by Exam – PENDING – (RI State Supplemental Exam (RISSE))**

#### **1. Nicholas Charles DiGiando**

**Chair Dowhan moved to deny the application for registration by exam for Nicholas Charles DiGiando because he does not meet the criteria outlined in Rhode Island General Laws, §5-51-4(a)(2) and will notify him of such and to contact the Board if he has any questions. Secretary Bradford and Member Carter seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Secretary Bradford, Members Carter and Ryan. Vice-Chair Pilz was absent from this vote.**

#### **2. Kenneth Ryan McClure –**

**Secretary Bradford moved to approve the application for registration by exam for Kenneth Ryan McClure pending successful completion of the RI SSE (State Supplemental Exam). Member Ryan seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Secretary Bradford, Members Carter and Ryan. Vice-Chair Pilz was absent from this vote.**

**LA Registration by Reciprocity – PENDING - (RI State Supplemental Exam (RISSE))**

#### **1. Peter Lukacic**

**Secretary Bradford moved to approve the application for reciprocity for Peter Lukacic pending successful completion of the RI SSE. Member Carter seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Secretary Bradford, Members Carter and Ryan. Vice-Chair Pilz was absent from this vote.**

## **LA Certificate of Authorization (COA) APPLICATIONS:**

### **Initial COA Applications**

#### **1. Searle Design Group**

#### **2. TO Design, LLC**

**Chair Dowhan moved to conditionally approve the COA Initial Applications for Searle Design Group and TO Design LLC pending receipt of a “Certificate of Good Standing from the Rhode Island Secretary of State’s office.” Member Carter seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Secretary Bradford, Members Carter and Ryan. Vice-Chair Pilz was absent from this vote.**

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## **(4) OLD BUSINESS**

### **1. Rules and Regulations**

#### **a. Certificate of Authorization (COA) Application Supplemental Form for the person/people in Responsible Charge**

**The Board reviewed the “draft informational bulletin” and made some**

suggested changes. Chair Dowhan will incorporate those changes into the draft for the next meeting. This is a notification of the responsible charge requirement and who has the responsibility when there is a change in responsible charge. When finalized, it will be e-mailed to all active registered Landscape Architects and posted on the Board's website.

b. COA – Changes to be made to the Initial and Renewal Applications. The Board reviewed and made suggested changes to the applications. Those changes will be incorporated and reviewed at the next meeting.

## **2. 2015 Legislation**

The Department of Business Regulation (DBR) submitted as part of its legislative package to the Governor's office that the duplicate license fee be removed since licenses are no longer mailed. This has been introduced and in the legislative process.

## **(5) NEW BUSINESS**

1. The issue of Professional Engineers stepping “over the line” and submitting planting plans on storm water management and wetland projects without a Landscape Architect stamp/design was brought to the Board for discussion. This matter was tabled.

## **2. Next meeting – 24 June 2015**

3. RI SSE (State Supplemental Exam) – Secretary Bradford, with Vice-Chair Pilz, will administer the RI SSE on Tuesday, June 16, 2015, and will contact other Board members, if needed.

## **(6) CORRESPONDENCE**

- 1. CLARB April 2015 Member Board E-News – So noted.**
- 2. CLARB – Committee on Nominations Election Ballot – Due by July 17, 2015 – Tabled.**
- 3. RIASLA (Rhode Island American Society of Landscape Architects) – Chapter News – May – June 2015 – So noted.**

## **(7) EXECUTIVE SESSION**

**The Board will also discuss the following matters in closed session pursuant to RI General Laws §42-46-5(a)(4) for investigative proceedings regarding allegations of civil or criminal misconduct. There was no executive session agenda. Therefore, the Board did not convene.**

## **(8) ADJOURNMENT**

**Chair Dowhan moved to adjourn the meeting at 3:53 p.m. Member Ryan seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Secretary Bradford, Members Carter and Ryan. Vice-Chair Pilz was absent from this vote.**

